

## HOW TO APPLY:

**Please read the entire announcement and all the instructions before you begin.**

**You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement (January 2, 2012).** Assistance is available during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office well before the closing date for an alternate method. All hardship application packages with supporting documents must be received no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing. This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

**Step1 – Create a USAJOBS account** (if you do not already have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

**Step 2 - Create a Resume with USAJOBS** or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

**Step 3 – Search for job by announcements** by typing in the complete OCR number in the search section under "What". You have to type in a complete OCR number that includes the G or DP on the end of the announcement number. The announcements with the G on the end are for current federal employees with appointments. Example: OCRP-462-FEO(H)-7G These are the Merit Promotion announcements. The announcement numbers with the DP on the end are for non-federal applicants to apply for. This includes summer temp employees. These are called the Demo announcements. Example: OCRP-462-FEO(H)-7DP In order to change between the Merit Promotion "G" and the Demo "DP" announcements you have to make sure on the left side of the page under **"REFINE YOUR RESULTS"** that you click on the radial button for **"U.S. Citizen" if you want "Demo"** or the radial button for **"Federal Employees"** if you are a current federal employee and need the Merit Promotion announcement.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links: Home, Search Jobs, My Account, and Resource Center. A red button in the top right corner says "SIGN IN OR CREATE AN ACCOUNT". The main header features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo, there's a search bar with "What:" and "Where:" fields. The "What:" field contains "OCR-462-DFUEL-8/9g". A red box labeled "Check This" points to the search bar area. Below the search bar, there's a "Start a New Search" button and an "Advanced Search" link. The "Where:" field is empty, and the "Radius" is set to "20 miles".

On the left side, there's a "You Added" section showing "OCR-462-DFUEL-8/9g" with an "Undo" link and a "Clear all and start new search" link. Below this is a "Refine Your Results" section with radio buttons for "U.S. Citizens" (selected) and "Federal Employees". There's also a "Posting Date" filter and a checkbox for "Create Saved Search and email me jobs". An "RSS Feed of This Search" link is also present.

The main content area shows "1 to 1 of 1 results" and a "Sort By: --Select--" dropdown. The job title is "Forestry Technician (Fire)". Below the title, there's a description: "...information on pay rates. This position is being concurrently announced under Merit Promotion Announcement Number OCR-462-DFUEL-8/9G. Current or former Federal employees may apply to both announcements, but should be sure to apply to the Merit Promotion...".

Job details are listed in two columns:

<b>Department:</b> Department Of Agriculture	<b>Salary:</b> \$42,960.00 - \$47,448.00 / Per Year
<b>Agency:</b> Forest Service	<b>Series &amp; Grade:</b> GS-0462-8/9
<b>Open Period:</b> 10/24/2012 to 9/30/2013	<b>Position Info:</b> Full Time - Permanent
<b>Who May Apply:</b> US Citizens; no prior Federal experience is required.	<b>Control Number:</b> 329594800
<b>Location(s):</b> Multiple Locations (344)	<b>JOA Number:</b> OCR-462-DFUEL-8/9DP

A red box labeled "Check This" points to the "JOA Number" field.

At the bottom right, it says "Page 1 of 1".

**It could be very easy to apply to the wrong announcement so make sure you have the above part correct.**

**Step 4 - Click "Apply Online"** and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

## REQUIRED DOCUMENTS:

The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

1. Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications (**including IQCS Master Record**).
2. College Transcripts if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. An unofficial copy is sufficient with the application, however, if selected, an official college transcript will be required.
3. DD-214 (Member 4 Copy) and/or SF-15 Application for 10-point Veteran Preference if claiming Veterans' Preference or eligibility for appointment under the VRA, VEOA, or 30% Disabled Veterans hiring authority.
4. SF-50 Notification of Personnel Action if you are a current or former Federal employee that will verify your federal status, position title, series and grade. FSA County employees must provide the most recent Notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher.
5. Annual Performance Appraisal if you are a current Federal employee. Submit the most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan.
6. Certification of Disability if you are eligible for appointment based on a disability under the Schedule A hiring authority. This certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals' letterhead stationary; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant has a severe disability, is eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the

position. The certification must also describe any needed reasonable accommodation. You can review additional information at: <https://www.opm.gov/disability/appempl.asp>.

7. If you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.

8. CTAP/ICTAP documentation if separated from Federal service or pending separation based on a reduction in force (RIF) or other management workforce reduction action. Proof of eligibility must include a separation notice or Certificate of Expected Separation, SF-50 that documents the RIF separation action or most recent SF-50 (that is not an award), and latest performance appraisal (dated within the last 18 months) or a statement advising why one is unavailable.

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document.

**Please remember to submit a copy of your IQCS Master Record when applying to any of these announcements!!!**

#### **AGENCY CONTACT INFO:**

*HRM Contact Center*

*Phone: 877-372-7248 Option 2*

*Fax: 866-338-3718*

*TDD: 800-877-8339*

*Email: [fsjobs@fs.fed.us](mailto:fsjobs@fs.fed.us)*

*Agency Information:*

*USDA Forest Service*

*Do not mail in applications. see instructions on How to Apply.*

*Albuquerque, NM, 87109*

*Fax: 866-338-3718*